

Mark Twain

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Education

Non-Target State School Not close to major city **Expected Graduation May 2016**
GPA: 3.60/4.0

- **Bachelor of Science in Business Administration;** Concentrations in Finance, Accounting, and International Business
- **Bachelor of Arts in Spanish;** Minor in Economics

Universidad Panamericana Guadalajara, Mexico

- International studies with coursework in international commerce law, international negotiations, and international relations.
- Led and organized activities for the English Conversation Club once a week to explore cross-cultural differences and teach English to 10-18 Mexican students.

Experience

Accounting Intern, Aerospace Parts provider, \$1.2 B sales annually, FL **Summer 2015**

- Composed consolidated corporate bank reports in Microsoft Excel daily.
- Reviewed capital expenditure requests for 22 subsidiaries to be submitted to CFO for approval.
- Generated and reviewed quarterly tax provision for 22 subsidiaries accelerating tax department preparation of month end.
- Updated asset depreciation system for all 53 subsidiaries on monthly basis.

Study Abroad Peer-Advisor, Office of International Education, On Campus Job Spring 2015–Present

- Lead weekly student advising sessions for 5-10 students introducing the study abroad process.
- Coordinate meetings for both domestic and international students with professional advisors.
- Present at student panel during admitted student visit days as an ambassador of study abroad.

Finance Intern, Small Retail Company, Near Hometown **Summer 2014**

- Normalized data in Excel and created tables and charts to be used in senior executive meetings.
- Collaborated with marketing, operations, and e-commerce interns on consumer research project used to streamline development of marketing strategies for catalogs.
- Processed purchase invoices to assure all discounts possible taken and all deadlines met.
- Updated competitive pricing report in Excel to be used with annual review of product additions and/or discontinuations.

Skills

- Microsoft Office Suite with substantial work in Excel
- Native speaker of Serbo-Croatian
- Advanced writing, reading, and oral proficiency in Spanish
- Elementary proficiency with Bloomberg terminal
- TESOL/TEFL certified

Honors and Activities

- Beta Gamma Sigma **Spring 2015–Present**
- Beta Gamma Sigma Scholarship Award Recipient **Spring 2015**
- Nominated: Outstanding Student for Academic Excellence and Overall Achievement **Spring 2015**
- Sigma Delta Pi **Spring 2015–Present**
- Dean's List **Spring 2013–Spring 2014**
- University Accounting Club **Fall 2013–Present**